

# Zoning Compliance Request Form

Town of Manchester, Department of Planning & Zoning  
40 Jeff Williams Way, Manchester Center, VT 05255  
Phone (802) 362-1313 ext. 3 Fax (802) 362-1314  
www.manchester-vt.gov j.hurley@manchester-vt.gov



Individual Making the Request		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
I, the undersigned, certify that the E911 address is posted prominently and visibly on the subject property. <input type="checkbox"/> YES		
Signature:		Date:
Landowner Information		
Landowner of Record:		
Mailing Address:		
City:	State:	ZIP Code:
Property Information		
Street Address:		
Tax Map ID:		Parcel ID:
Zoning District: <input type="checkbox"/> DN <input type="checkbox"/> TC <input type="checkbox"/> MU1 <input type="checkbox"/> MU2 <input type="checkbox"/> MU3 <input type="checkbox"/> OI <input type="checkbox"/> R10 <input type="checkbox"/> R4 <input type="checkbox"/> R1 <input type="checkbox"/> RR <input type="checkbox"/> RA <input type="checkbox"/> FC (Check All That Apply & Consult with AO)		
Overlay Districts: <input type="checkbox"/> FHO <input type="checkbox"/> APO <input type="checkbox"/> DRO (Check All That Apply & Consult with AO)		
AO Determination		
Zoning was adopted by the Town of Manchester in 1970. Certificates of compliance, or occupancy, were not routinely issued until 1987. Provided the parcel referenced above is used as approved and in compliance with the Manchester Land Use & Development Ordinance, the property would not be found to be in violation of the ordinance. This notice does not reflect an inspection by the administrative officer (AO).		
Are enforcement actions pending for this parcel? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the AO have knowledge of outstanding zoning violations? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AO Signature:		Date:
<p>Should you disagree with this administrative opinion of the AO, you may appeal to the Development Review Board (DRB) within 15 days of issuance of this notice of compliance. An appeal must be filed with an application for land use and development and payment of the appeal fee as listed in the fee schedule on the reverse side of this form. An appeal must include the name and address of the appellant, a brief description of the property with respect to which the appeal is made, a reference to the applicable regulatory provisions, and a description of the relief requested and any supporting information justifying that request. Please be aware that an appeal to the DRB is the exclusive remedy for challenging decisions of the AO. If not appealed, this notice of zoning compliance will be final at the conclusion of the 15-day appeal period.</p>		
<b><i>This notice will be returned via electronic mail unless other means of transmittal is requested.</i></b>		
Date of Notice:	Fee Received:	Date Received:

**See Reverse for Fee Schedule & Submission Requirements**

Planning & Zoning Fee Calculation Table (Consult with AO)			After-the-fact Permit Fee is Double the Total.
Project Type	Fee		All Fees Include Applicable Recording Fees
DRB Hearing	\$175		
Administrative Permit with Design Review	\$100		
Administrative Permit	\$75		
Sign Permit with Design Review	\$100		
Administrative Sign Permit (perm./temp.)	\$75/\$25		Minimum Permit Fee for New Residential Construction is \$75.
Boundary Line Adjustment	\$150		APPLICATIONS FOR ANY LAND USE OR DEVELOPMENT OTHER THAN SINGLE-FAMILY RESIDENTIAL MUST BE ACCOMPANIED BY A SITE PLAN IN COMPLIANCE WITH SECTION 4.3 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.
Minor Subdivision (includes no new streets)	\$250/lot		
Major Subdivision (includes proposed streets)	\$500/lot		
Administrative Opinion	\$100		
Administrative Permit Extension	\$25		
Permit Extension Requiring DRB Hearing	\$175		
Administrative Permit Amendment	\$50		
Permit Amendment Requiring DRB Hearing	\$175		
Appeal of Administrative Officer's Decision	\$175		
Certificate of Compliance (complex/simple)	\$50/\$20		
Zoning Compliance Notice	\$10		
New Commercial Construction	\$0.25/SF		
New Residential Construction >2,500 SF	\$0.15/SF		
New Residential Construction <2,500 SF	\$0.10/SF		
Custom Map - Basic	\$10		
Custom Map - Complex	\$75		
Calculated Total:			APPLICATIONS REQUIRING DESIGN REVIEW MUST MEET THE REQUIREMENTS OF SECTION 5.4 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.
Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.			

**ABBREVIATIONS:**

DRB – Development Review Board  
 DAC – Design Advisory Committee  
 AAG – Administrative Advisory Group  
 CHO – Customary Home Occupation  
 BLA – Boundary Line Adjustment  
 AO – Administrative Officer/Zoning Administrator  
 CC – Certificate of Compliance

**OVERLAY DISTRICTS:**

FHO – Flood Hazard Overlay  
 APO – Aquifer Protection Overlay  
 DRO – Design Review Overlay

**BASIC DISTRICTS:**

DN – Downtown  
 TC – Town Center  
 MU1 – Mixed Use 1  
 MU2 – Mixed Use 2  
 MU3 – Mixed Use 3  
 OI – Office Industrial  
 R10- Residential 10  
 R4 – Residential 4  
 R1 – Residential 1  
 RR – Rural Residential  
 RA – Rural Agricultural  
 FC – Forest Conservation